

Chapter 1. Logging On/Off - Accessing ARIS

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Accessing ARIS

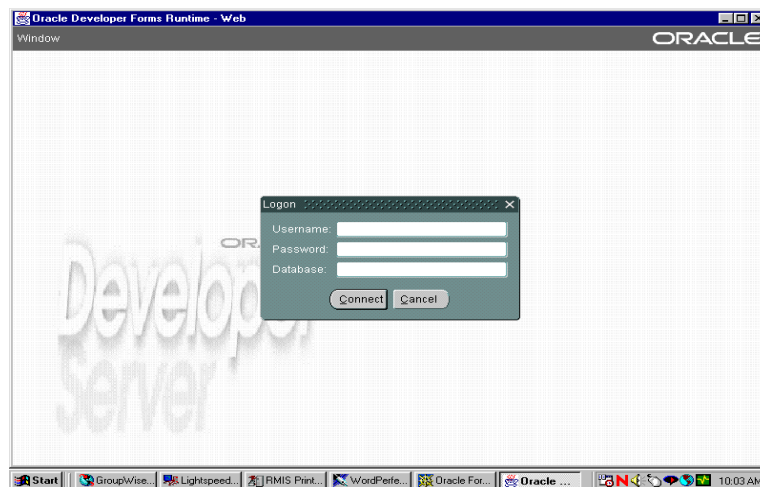
In order to access ARIS, you must have internet access through Internet Explorer. You must also complete a registration form in order to receive an ID and password. The form can be obtained from your Area Program Analyst. Passwords are required to be changed every 60 days. The password must be between 6-8 characters in length and it is not case sensitive. Passwords are user-specific and the user is the only one who knows it. Therefore, if you forget your password, you must contact the Help Desk so they can reset it.

Mode Code Access

Each ARIS user has the ability to enter data within their location's 4-digit modecode (Example 00 00). However, if a multi-modecode user needs to enter patent/invention data, the modecode access must be changed. Because this data is confidential information, the user is restricted to data entry within the 8-digit mode code (Example 00 00 00 00).

Logging On

The first screen you will come to is the Oracle logon screen (fig. 1). Enter your assigned Username, your personal Password and the Database, which is ARIS. Then press Connect.



(Fig. 1 - Logon screen)

Changing Modecode Access

From the first screen after logging on, click on “Action” and “Change Modecode.” Query for the desired modecode and change accordingly. (**Note:** this will only give the user access to their assigned modecodes).

Navigating the System

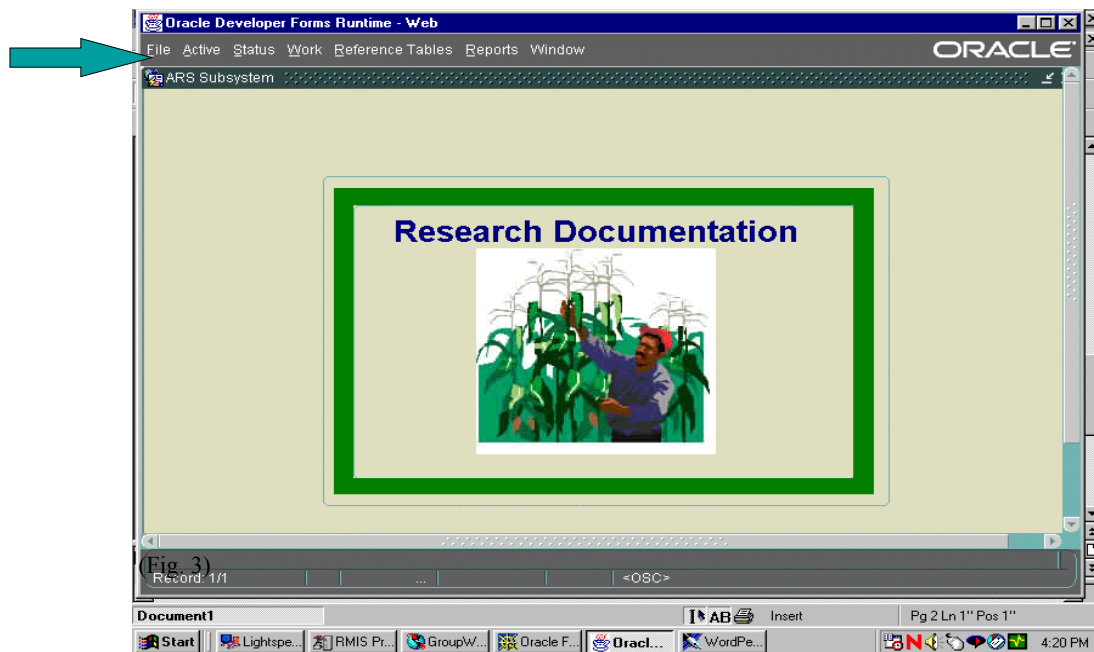
Once logged on, you will come to the ARIS Main Menu Screen (fig. 2). Each icon on this screen represents a subsystem you can enter. You can either click on the icon or use the menu bar to access the subsystems. By clicking on the word “subsystems” on the menu bar, you will get a drop-down menu with all the options. In order to exit out, click on File, and then Exit. Listed below are the subsystems and a brief explanation of each.



(Fig. 2 - ARIS Main Menu)

Research Doc	“Research Doc” is where you will find your active and work files. This is where you will do most data entry (AD-416/417, 425, 550, 115).
Inventions, Patents, Licenses	All inventions, patents, and licenses, active and work information is located in this subsystem.
Extramural Tracking (ETS)	Formerly call Research Agreements Tracking System (RATS)
Travel/Passport	Formerly called FTIS. All travel and passport information will be entered and tracked in this subsystem, foreign and domestic (Headquarters only).
Post Doctoral	The Administrator’s post doctoral program information is located in this subsystem. Data entry of post-doc proposals as well as funding for awarded post-docs is located here.
Admin	For maintenance of reference tables. This subsystem will only be used by the developers.

ARIS is different from RMIS in that it is Windows based and uses the mouse, pull-down menus, scrollbars, menu bars, button bars, word wrap and the cut and paste options, whereas RMIS used the function keys. By clicking once on a word on the menu bar (fig. 3), it will give you a drop down menu of all the options. Click once on the desired option and the corresponding screen will be displayed. Listed below are the buttons on the menu bar under the Research Documentation Subsystem, and what each button is used for (fig. 4 - *active* and fig. 5 - *work*).

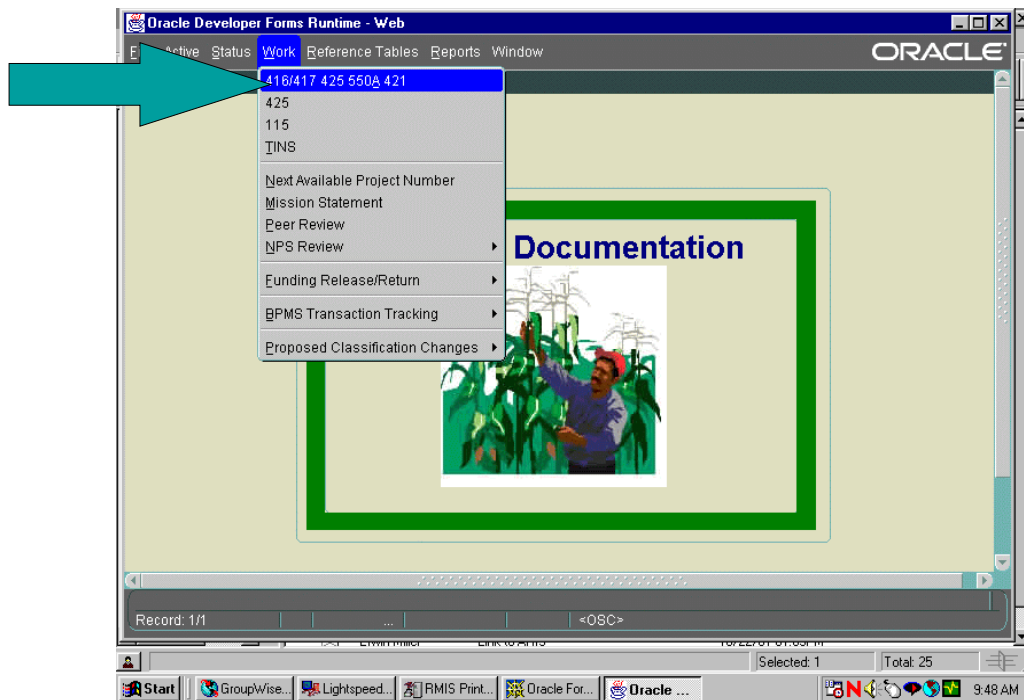


File	Allows you to exit the screen and brings you back to the previous screen.
Active	Allows you to view active 416s, 417s, 425s, 550s, 115s, audit trail, Tektran, TINS, annual reports (421s), do queries, print information and reports, and create work records (fig. 4).
Status	Allows you to view the status of work records for 416/417s, 425s, 550As, 421s, 425 onlys, 115s, TINS, fund transfer release and fund transfer returns.
Work	Allows you to go into your work file to add and modify 416/417s, 425s, 550As, TINS, Mission statement, Peer Review, NPS Review, and Funding returns and releases (not accessible for all users, only for use by ABFOs and LAOs). Also allows you to obtain the next available project number (fig. 5).

Reference Tables	Allows you to view the reference tables of all the codes used in ARIS.
Reports	Allows you to view, query, and print reports from ARIS.



(Figure 4 - Active Subsystem)



(Figure 5 - Work Subsystem)

Toolbar Options:

For most actions in ARIS, there is more than one way to do them. Listed below are some typical actions used throughout the system:

Option	Description
Action	Work records can be created, and records can be marked or cleared. In addition, query screens are available from here.
Record	Allows you to go to the first, previous, next or last record.
Forms	Allows you to go to the associated forms (425, 550, 421, 115 or ETS)
Edit	Allows you to cut, copy, past, undo and edit. These options are available throughout and work like any other window based program. However, because the interpretive summary and abstract on the ARS-115 open a separate window when entering or modifying, the user must use Ctrl X/C/V or right click with the mouse to cut/copy/paste.
Prints	Allows you to print documents. The system automatically launches Adobe to print.

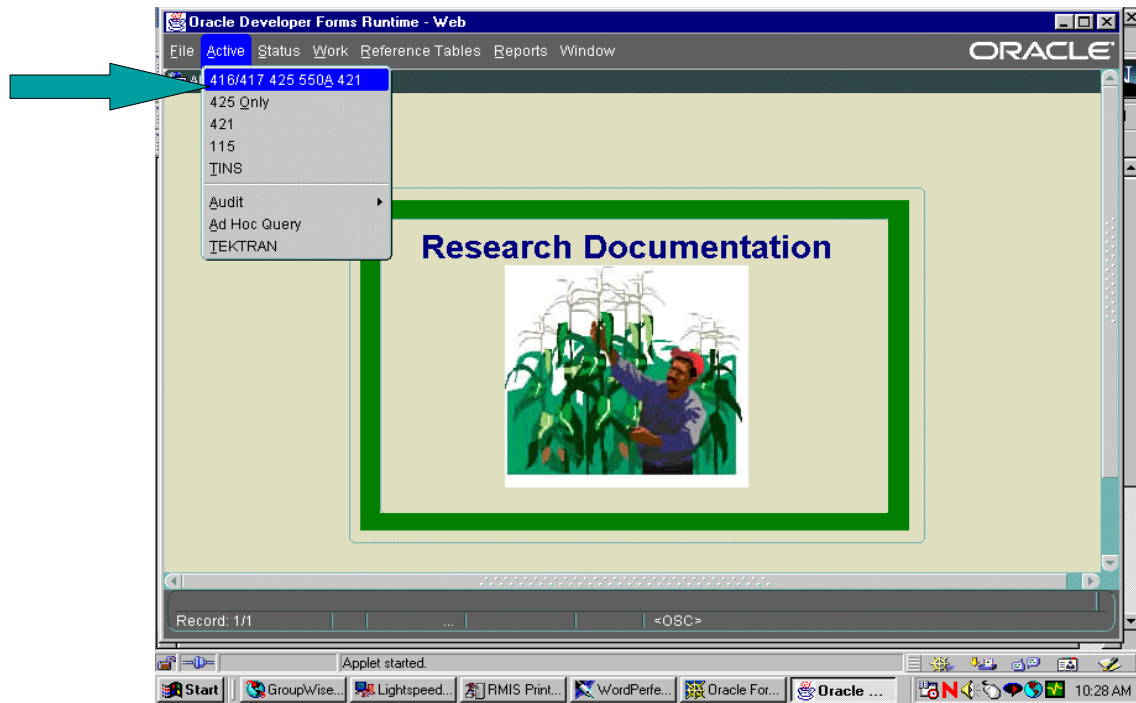
Query	Allows you to execute or clear a query.
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Help Options:

Help Option	Description
Field Help	Gives help about the specific field your cursor is currently on. This option will be implemented in the future.
Record	Gives the person date and the person who last modified the record. Also gives the user who created the record and date created.
Help	Not used by field users.
Last Query	Not used by field users.
Order By	Not used by field users.
Display Error	Not used by field users.
About	Not used by field users.

Search/Query

There are two different types of queries in ARIS, Active/Work Menu Query and an Ad Hoc Query. For any **Menu query**, a query screen will be displayed, enter the desired criteria, and then execute. In order to query in Active records, click on “Active” on the menu bar and choose the document you wish to search. In order to search 416/417s, click on “416/417 425 550A 421” (Figure 6) and the Query screen will be displayed (Figure 7).



(Fig. 6 - Research Documentation, Active)

Oracle Developer Forms Runtime - Web

File Edit Forms Query Reports Help Window

ORACLE

Agricultural Research Information System (ARIS) - Active

ARIS

416/417 Active Projects

Query Additional Query

Accession Modecode 12 35 15 ?

Project No

Project Type

☐ D-Inhouse Appropriated ☐ R-Reimbursable Agreement ☐ T-Trust

☐ S-Specific Cooperative Agreement ☐ C-Contract ☐ G-Grant

☐ A-General Cooperative Agreement ☐ P-PL-480 Agreement ☐ X-Other

Status ☐ Active ☐ Pending ☐ Unfunded ☐ Terminated ☐ Expired

Project Title

Project Start

Start Date Term Date

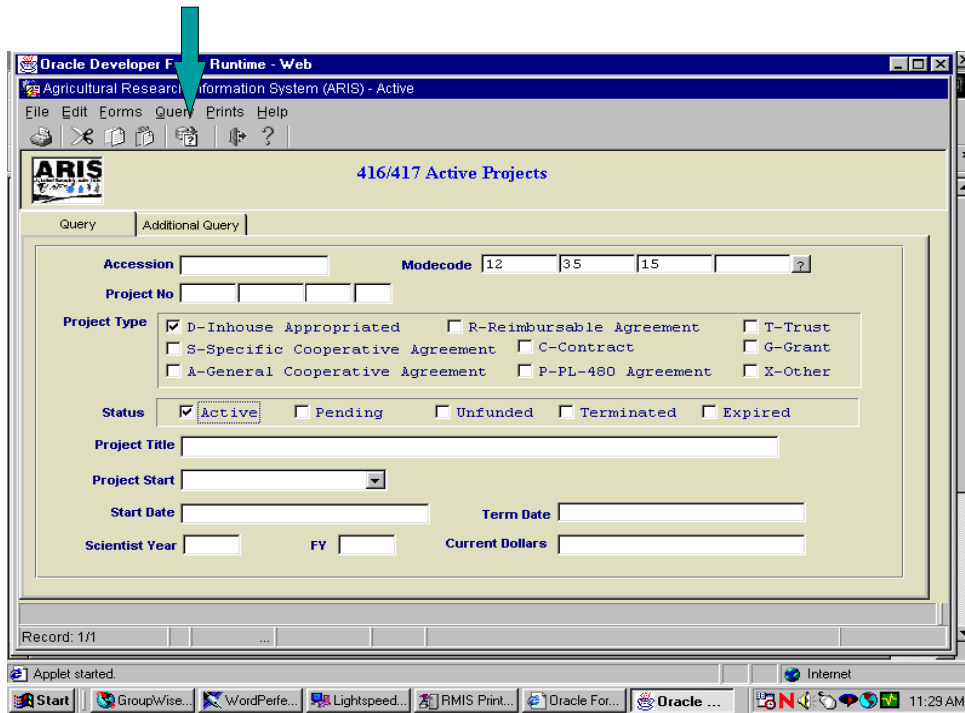
Scientist Year FY Current Dollars

Record: 1/1 <OSC>

manual.wpd TAB Insert Pg 3 Ln 1.24" Pos 1"

Start GroupWise... Lightspeed... RMIS Print... WordPerfe... Oracle For... Oracle ... 9:50 AM

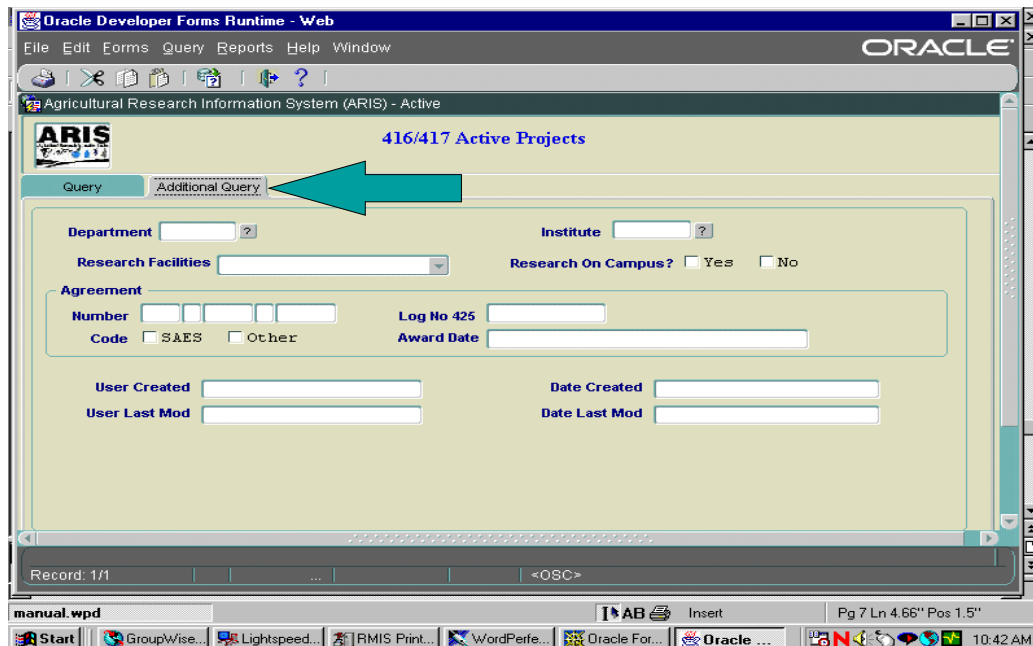
(Figure 7 - Query screen within Active)



(Figure 8 - Query for all “D” active projects in mode code 12 35)

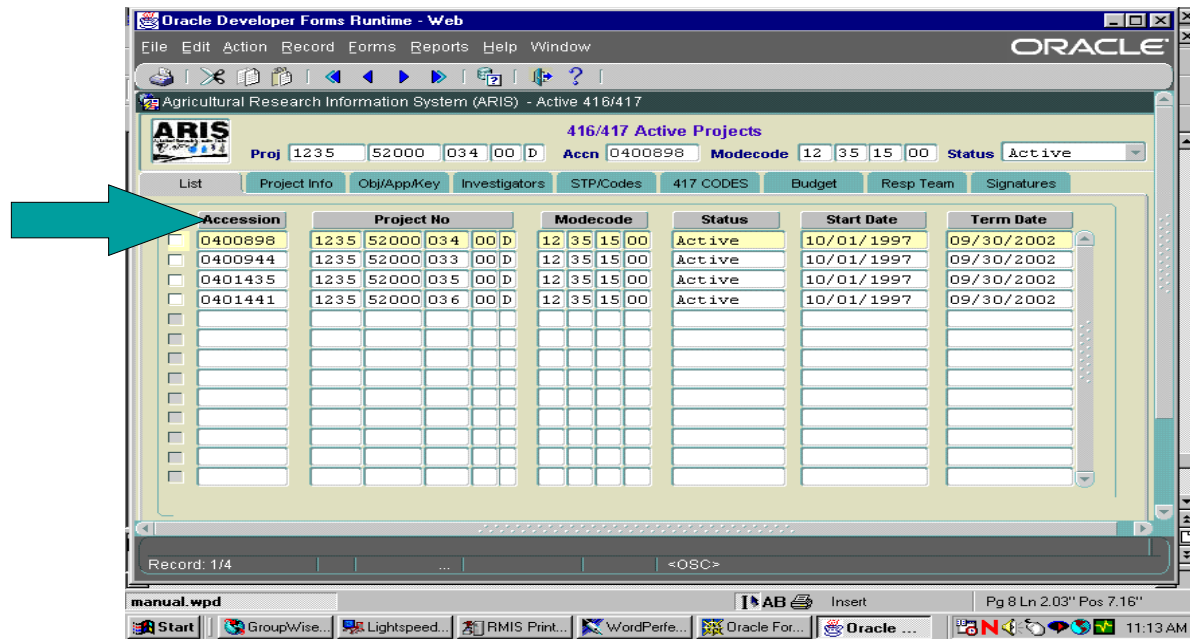
Once the desired search criteria are entered, click on “Query” on the toolbar, then click on “Execute.” There is also an Execute icon on the button bar you can use to execute. (Example: Searching for all active “D” - appropriated in-house projects in mode code 12 35 15). (See fig. 8)

In order to see additional search criteria, click on the tab “Additional Query.” This will give you additional query field options (fig. 9).

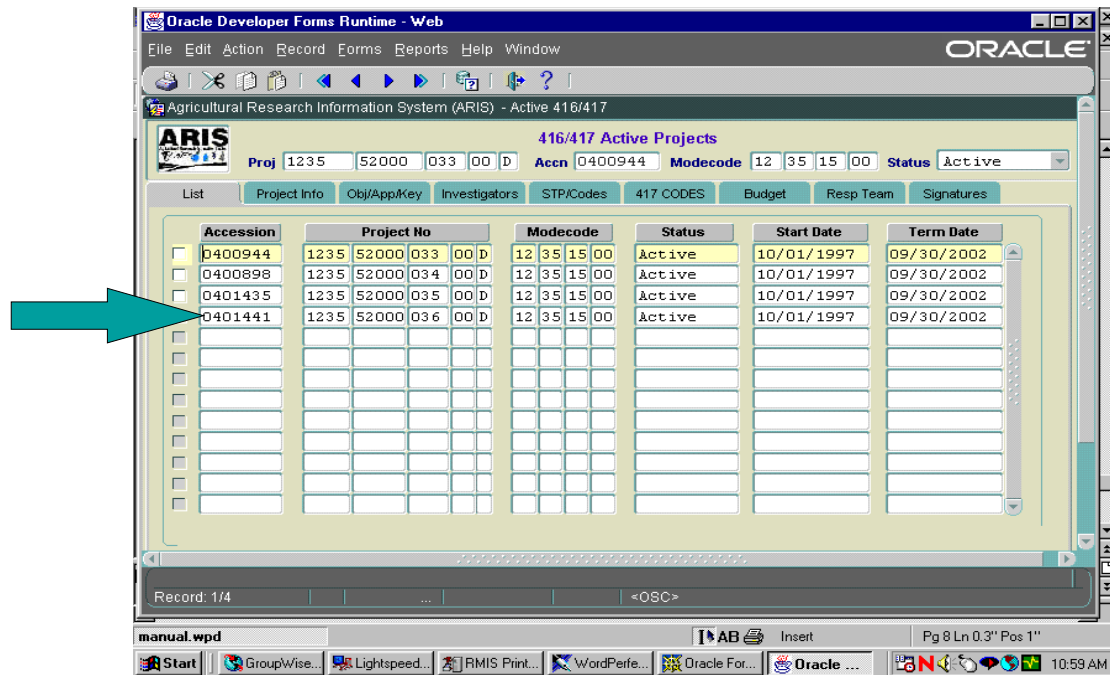


(Figure 9 - Additional Query Screen)

Once the query is executed, the projects that meet the criteria will be displayed on a list screen (fig. 10).



(Fig. 10 - List Screen)



(Figure 11 - List Screen after sorting by accession number)

At the bottom left of the screen, the number of records found will be displayed (**Record: 1/4**). The highlighted line on the screen is the record the cursor is currently on. In order to move to the next project on the list, either use your arrows on the keyboard or use the arrows on the button bar.

There are many options from the list screen. You can sort the retrieved information, print various forms of the information, view information, and create work records.

Sorting

To sort the retrieved information, click on the column heading you wish to sort by. For example, if you want to sort the projects by accession number, click on the “Accession” column heading (fig. 10). This will put the projects in ascending order by accession number (fig. 11). To put the projects in descending order by accession number, click on the “Accession” heading again, and the projects will be sorted in descending order. All column headings in the list screens can be used to sort in the same manner.

Searching Symbols

Searching capabilities are available wherever there is a “?” next to the field.

Symbol	Explanation
: (colon)	Range/Between: Used as a separator between the start and end values in a range. Can be used for all types of data, including dates. (Example - 10/1/01:9/30/02 to retrieve records having any values between these two dates)
; (Semicolon)	Or: Used as a separator in a list of search items in a single line. Example - potato;tomato retrieves any records with potato or tomato. A line cannot end with a semicolon.
! (Exclamation point)	But Not: Used to narrow the search criteria. Can only be used in text fields. Example - A:X!E;U to search for all projects except E (terminated) or U (unfunded).

% (percent)	<p>Wildcard: Used as a wildcard, similar to the ? in RMIS. The % can be placed prior to the word or phrase (search criteria), after, or both. Examples:</p> <p>germ% - The system retrieves all documents that contain germ, germplasm, and others where germ is a prefix;</p> <p>%plasm% - The system retrieves all documents that contain germplasm, plasma, and others where plasm is in the word.</p> <p>%honey%bee% - when used like this, the % between the words works as an AND (&); the system retrieves all documents that contain honey and bee, in any order with the field.</p>
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When searching in LOV (List of Values) pop-up screens, the % still acts as a “wildcard” but it also acts as a column separator. Example: the modecode LOV is separated into columns; searching from the first column, a % is not necessary, but if the user wanted to search from the other column(s), the text must follow the %.

Note: % is the only search symbol that can be used in a LOV; also accepts spaces.

Ad Hoc Query:

When searching in Ad hoc, which is available under the “Reports” option on the toolbar, the user must always use the % when searching in a large text field (i.e. abstract, approach, etc.), but if searching in a small text field (i.e., keywords, last name, etc.) A % is not necessary.

More information about the Ad Hoc Query is available in the Reports section (Chapter 12) of the ARIS on-line manual.

Helpful Information

Header Line: On the list screen as well as other screens, a Header Line is displayed. This line displays the informatin of the project which your cursor is currently on. No information can be modified on the header line. It is for informational purposes only.

Timeout: If sitting idle for 30 minutes or more, you will be timed out and will have to leave the system and log back on.

Marking and Clearing Records: To mark records in order to print, create work records, etc.,

click on the small box to the left of the project number and a check mark will be inserted. In order to take get rid of the check mark, click on it again and it will disappear. In order to mark all or clear all records, click on the toolbar “Action” and you will be provided the options to mark all or clear all.

Required Fields: Required fields are designated by the * next to the field.

LOVs: List of Values (options) are available whenever you see the “▼” which gives all the possible options for that particular field.

Add Button: The Add button is displayed throughout ARIS in order to enter data. The Add button triggers the query option. Once you click on the Add button, the “?” will turn black which gives the option to search for values. Note: Do not click on the add button after your last entry for a specific field, as the system will recognize this as another line entry. If this occurs, the user MUST delete the blank line.

Cut, Copy, and Paste: These features will allow the user to cut/copy and paste information from one document into another, within ARIS and from outside sources. It is no longer a requirement to use courier 12 point. **Note:** Scientific notation cannot be used at this time.

Logging Off

In order to log off ARIS, continue clicking on the Exit icon or “File” and “Exit” until you are completely out of the system. **REMINDER:** There is a time out period if idle for 30 minutes or more.